

# SCHOOL NURSE ASSOCIATE

## Bilingual Spanish/English

**PURPOSE:** Assists the Health Coordinator and/or the Nutrition Specialist to provide direct health services to all assigned children and ensures compliance with Federal Performance Standards and other required legislation.

### ESSENTIAL FUNCTIONS:

- ♦ Completes health screenings under the direction of the Health Coordinator for all assigned children, to include tracking height and weight and performing blood pressure screenings, hearing screenings, and vision screenings.
- ♦ Performs blood tests for lead and hemoglobin and analyzes blood for hemoglobin levels.
- ♦ Assists in the health and safety monitoring of classrooms, using assigned checklists.
- ♦ Obtains health records of children from health care providers and family members.
- ♦ Assists at Health Check and Dental Check Days.
- ♦ Contacts parents by phone, during school meetings, or through home visits to discuss the health concerns of children identified with specific health problems. Documents conversations and discussions for follow-up.
- ♦ Monitors children with health problems identified at the beginning of the school year and through contact with families.
- ♦ Assists Nutrition Specialist to ensure children with allergies are appropriately monitored.
- ♦ Engages in activities that promote communication and understanding between school and community.
- ♦ Performs other related duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

### REQUIREMENTS:

1. Graduation from an accredited and State Board-approved practical nursing program. **NOTE:** Copies of transcripts should be submitted with application **—OR—** sent immediately to the City of Milwaukee, Department of Employee Relations, Attention: Marti Cargile, 200 E Wells St, Rm 706, Milwaukee, WI 53202. (Student copies are acceptable.)
2. Current and continued status, in acceptable standing, as a Licensed Practical Nurse by the Wisconsin Board of Nursing.
3. Fluency in both Spanish and English.
4. Valid driver's license and availability of a properly insured vehicle at time of appointment and throughout employment. Car allowance provided.
5. Residency in the City of Milwaukee within six months of appointment and throughout employment.

### DESIRED QUALIFICATIONS:

- One or more years of experience working with children in a health care setting.

### KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Physical capacity for lifting up to 45 lbs.
- Ability to perform health screenings and blood tests.
- Working knowledge of emergency response protocol and infection control guidelines.
- Good interpersonal skills and the ability to work cooperatively in a team environment. An appreciation of diversity.
- Ability to cope with human suffering, emergencies and other work-related stresses.
- Good verbal and written communication skills, including the ability to speak, read, and write in Spanish.
- Good problem-solving and decision-making skills.
- Basic computer skills, including knowledge of Microsoft Office software.
- Willingness to become CPR-certified and to maintain CPR certification throughout employment.

**THE CURRENT 10-MONTH SALARY RANGE IS: \$21,406.15 to \$27,242.61** annually (30 hours weekly), with excellent benefits (NOTE: Rate increase contingent upon negotiations.). Appointment is normally at the first step of the range. (Rates do not reflect possible earnings for additional summer assignment.)

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuing examination. Applications will be accepted and examinations held during **2008** as often as required to meet the needs of Milwaukee Public Schools. Candidates may take an examination for this position only once every six months. Qualified applicants will be notified by mail of the date, time and place of the test. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.